



About Lawrence CommunityWorks

Lawrence CommunityWorks (LCW) is a nonprofit community development corporation dedicated to the sustained revitalization of Lawrence through strategic investments in the amazing people and places, as well as the systems, of this immigrant, Latinx City.

Position: Chief Program Officer

Reporting to the executive director (ED), the Chief Program Officer (CPO) will have both internal and external facing responsibilities, ranging from program oversight, excellence, and evolution, to partnership development and management, to human capital development. The CPO will work closely with the ED to chart LCW's path in fulfilling the mission and strategic goals of the organization.

Our ideal candidate is a bilingual and bicultural self-starter, with significant analytical and critical thinking skills, a gift for coaching and mentoring people, and a passion for the self-development of striving immigrant communities.

Responsibilities

- Overall strategic guidance of LCW, in partnership with the ED, particularly in the areas of program management, evolution, and innovation.
- Liaison to Board with ED and CFO.
- Direct Supervision of Program Departments: Asset Building, Workforce Development, Movement City, and Network Organizing Departments (program development, integration, budgeting, partnership development, evaluation).
- Support ED, CFO, Director of Resource Development, and Department managers to oversee Departmental budgeting process and produce responsible and feasible budgets.
- Work with ED and Department managers to produce Annual Department workplans in line with the strategic goals of the organization.
- Support and guide the Evaluation and Data Management functions of the organization to ensure continuous learning, quality execution, and impact measurement and reporting.
- Work with the Chief Human Resources and Operations Officer to support the staff training and development functions of the organization to ensure staff have the support and skills needed to grow in their jobs.
- Serve as a mentor and coach for managers and junior staff; be a consistently visible, approachable sounding board/resource for staff.
- Structure and/or lead teams on cross-organizational projects as needed.
- With ED, build and develop strong alliances with key programmatic and organizational partners towards collective impact goals.
- Represent LCW in industry-group conferences, professional associations, and other public venues and sector groups.
- Develop thought leadership around specific topics/emerging practice areas.
- Share in knowledge dissemination, reporting, and communications.
- Identify best practices and improve internal systems with an eye toward future needs and budget realities.



Qualifications

- Track record delivering superior results, commanding respect, and assuming leadership
- Success in roles requiring execution of multiple tasks while responding to multiple priorities
- Proven ability to work with efficiency, flexibility, and good humor
- Demonstrated ability to build and maintain relationships with a wide array of people – junior and senior, for-profit and nonprofit, and from diverse backgrounds
- Operates with excellence in mind in all matters, with the confidence to defend/debate ideas without ego interfering
- Outstanding critical thinking and analysis skills
- Outstanding communication and interpersonal skills
- Passionate about LCW's mission and impact
- Ability to exercise tact and diplomacy, diffuse drama, manage conflict, and facilitate productive outcomes in organizational settings
- Self-starter, self-disciplined
- Remain focused in the face of pressure, delivers against timelines, not intimidated by tasks/time limitations
- Experience in Asset Building, Homeownership, Workforce Development, or Financial Empowerment programs a huge plus
- BILINGUAL / BICULTURAL (Spanish)

Compensation and Benefits

Salary: 90s+, depending on experience and qualifications

Benefits: Health, Life, Dental, Retirement, Vacation, Personal, Sick

Please send cover letter and resume to:

Norma Pagan
Lawrence CommunityWorks, Inc.
168 Newbury Street
Lawrence, MA 01841
978-681-3115
recruiting@lawrencecommunityworks.org